

# Retention and Classification Report

**Agency:** Davis County (Utah). Department of Public Works (2492)

1500 East 650 North  
Fruit Heights, UT 84037

**Records Officer** Yvonne Christensen

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**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 28176

1

**TITLE:** ALERT Data

**DATES:** 1989-

**ARRANGEMENT:** By sensor then by date and station

**DESCRIPTION:**

ALERT (Automated Local Evaluation in Real Time) is a method of using remote sensors in the field to transmit environmental data to a central computer in real time. Records are created to monitor creek water levels through hydrological data within Davis County in an effort to minimize flood damage. Data collected includes precipitation, barometric pressure, location, and sometimes wind velocity. The program includes automated warnings.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative

Documentation of the current environment will have perpetual significance to the public works department.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 28176

**TITLE:** ALERT Data

(continued)

**PRIMARY CLASSIFICATION:**

Protected 63G-2-305(21)

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12129

3

**TITLE:** Annual "B" roads project report

**DATES:** 1989-

**ARRANGEMENT:** location of road project

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 3.

**AUTHORIZED:** 06/01/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 11688

3

**TITLE:** As-built drawings

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are final "as-built" drawings for waterlines, sewerlines, and roads constructed within the county by private contractors or other governmental agencies. They document construction of the lines and reflect last minute changes or adjustments. The drawings are created from information collected by the surveyor and recorded in the field books. They include elevation, survey lines, range, section, and measurements.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 11688

**TITLE:** As-built drawings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12158

3

**TITLE:** Correspondence

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

**RETENTION:**

Retain 2 years or until no longer needed for reference

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

**AUTHORIZED:** 11/17/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12158

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12130

3

**TITLE:** Cost accounting payroll reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These biweekly reports track the number of hours all employees (except clerical staff) worked on each project. They are kept in project file. The reports includes date, social security number, name, activity type, hours worked, labor cost, equipment cost, and totals.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12130

**TITLE:** Cost accounting payroll reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12151

3

**TITLE:** Daily fuel and maintenance cost summary report

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These monthly summary reports track the costs of all county vehicle fuel and maintenance services. The reports include two transactional reports (track copy) and the Department vehicle variable expense report (charge back copy). The track copy documents costs by maintenance locations (road shop site and the jail) while the Charge back copy serves as a statement of costs by individual departments. The track copy includes the date, transaction number, account number, authorization, date and time, pump number, quantity, total costs, part numbers, rate, total costs by product, and grand totals. The charge back copy includes month and year, vehicle description, vehicle identification number, number of miles and gallons, miles per gallon, fuel costs, maintenance costs, part costs, tire costs, totals and grand totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12151

**TITLE:** Daily fuel and maintenance cost summary report

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12131

3

**TITLE:** Excavation permit applications

**DATES:** 1992-

**ARRANGEMENT:** Numerical by permit number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This three-part application form is used to obtain permission to excavate, cross, or alter a county road right-of-way. White copy is given to the inspection department, the yellow to the road department, and the pink copy to the applicant. All authorized work must be completed within sixty days from the permit issuance. The application form includes permit number, deposit, bond number, receipt number, permit fee, applicant's name, address, and telephone number, construction license number, construction agreement provisions, location, construction purpose, types of inspections necessary, signature and date, comments relating to preliminary inspection, permit approval signature and date, and any additional instructions.

**RETENTION:**

Retain 1 year after expiration.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 29, Item 14.

**AUTHORIZED:** 12/16/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration and then destroy.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12131

**TITLE:** Excavation permit applications

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the department.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12134

3

**TITLE:** Feasibility studies

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 9.

**AUTHORIZED:** 11/17/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12134

**TITLE:** Feasibility studies

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12135

3

**TITLE:** Finding aids

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name or subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

**RETENTION:**

Retain until records in which they pertain are destroyed in the efficient use of other records.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

**AUTHORIZED:** 05/06/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12136

3

**TITLE:** Flood control permit applications

**DATES:** 1987-

**ARRANGEMENT:** geographic

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These permit application forms are used to obtain a permit certifying that building plans and specifications submitted by the applicant meet the Davis County Flood Control Master Plan requirements. They include the application drainage, basin section, applicant's name, address, and telephone numbers, permit work location, work description, other agencies permit, applicant's signature, office approval, date, restriction or comments, whether disapproved, date, reasons for disapproval and comments.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 29, Item 16.

**AUTHORIZED:** 06/01/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12136

**TITLE:** Flood control permit applications

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the department.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12142

3

**TITLE:** Flood technical committee minutes

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 15.

**AUTHORIZED:** 07/14/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12142

**TITLE:** Flood technical committee minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12137

3

**TITLE:** General ledgers

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 12.

**AUTHORIZED:** 11/21/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12137

**TITLE:** General ledgers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12139

3

**TITLE:** Hazard response records

**DATES:** 1991-

**ARRANGEMENT:** geographical order

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document responses to road hazard calls. They include date, time, caller's name, problem description, hazard location, operator's name, action taken, information referred to, response assignment, description, reason for replacement, cost data, installation or maintenance, and any remarks.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12139

**TITLE:** Hazard response records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12140

3

**TITLE:** Key list

**DATES:** 1991-1998.

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a list of all county employees assigned keys for offices, buildings, and vehicles. It is used to track keys. Employees must account for all keys assigned to them and return upon termination. The list includes employee's name and key number with vehicle number, gate or building identification.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12140

**TITLE:** Key list

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12153

3

**TITLE:** Monthly fuel and service expense auditor's report

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This monthly report is submitted to the county auditor and documents county department fuel usage and vehicle maintenance services. It is used to bill departments for services provided. The report includes month and year, department, department number, fuel usage costs, service costs, department totals, and grand totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 6, Item 5.

**AUTHORIZED:** 12/16/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the department.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12153

**TITLE:** Monthly fuel and service expense auditor's report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12154

3

**TITLE:** Parts inventory

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is an inventory of all parts. It is used to track parts used and bought. It includes vendor, part code, part description, vendor code, average cost, number of parts on hand, and value.

**RETENTION:**

Retain 1 year or until superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until superseded and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12154

**TITLE:** Parts inventory

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12149

3

**TITLE:** Pending files

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

**RETENTION:**

Retain until reply received or action taken.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

**AUTHORIZED:** 08/21/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until reply received or action taken and then destroy.

**APPRAISAL:**



**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12149

**TITLE:** Pending files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12147

3

**TITLE:** Reading and chronological files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

**RETENTION:**

Retain 1 year or until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 24.

**AUTHORIZED:** 06/01/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until until administrative need ends and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12147

**TITLE:** Reading and chronological files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12146

3

**TITLE:** Roads, floods, vehicles, and weed project files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by geographical location

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These project files document roads, floods, vehicles, and weed projects. They include general correspondence, newspaper articles, file notes, separate accounting for monies spent on specific projects, designs, developments, blueprints and specifications.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the department's administrative needs and the records secondary research value documenting important road and flood projects.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12146

**TITLE:** Roads, floods, vehicles, and weed project files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(6)(b)

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12148

3

**TITLE:** Scrapbooks

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are a chronological record of the activities of the county or individual county department. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to county activities and actions and reactions of county citizens.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 5.

**AUTHORIZED:** 11/17/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12148

**TITLE:** Scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12155

3

**TITLE:** Vehicle and equipment inventory

**DATES:** 1988-

**ARRANGEMENT:** Numerical by division code, thereunder county number and serial number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is an inventory of all county vehicles and equipment. It includes division (department); vehicle type; vehicle number; year, make, and model; original value; meter reading (odometer or hours); and status code.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12155

**TITLE:** Vehicle and equipment inventory

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12152

3

**TITLE:** Vehicle and equipment service file

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder numerical by county vehicle number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document all repairs and maintenance of county vehicles and equipment. They include vehicle warranties, original purchase agreements, service and maintenance history.

**RETENTION:**

Retain 1 year after disposition of vehicle.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 6, Item 10.

**AUTHORIZED:** 12/16/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the department.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12152

**TITLE:** Vehicle and equipment service file

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12157

3

**TITLE:** Weed control accounts payable

**DATES:** 1981-

**ARRANGEMENT:** Chronological, thereunder numerical by code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 1.

**AUTHORIZED:** 06/01/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12160

3

**TITLE:** Weed control committee minutes

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the minutes of weekly county weed control meetings. This committee discusses measures to curb the growth of noxious weeds in the county. Membership consists of county employees, a representative from the agricultural extension service, state representative and citizen members.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 32.

**AUTHORIZED:** 08/13/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12160

**TITLE:** Weed control committee minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12159

3

**TITLE:** Weed spraying agreements

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are agreements with the U.S. Forest Service and the Southern Pacific Railroad authorizing weed spraying on their property. Individuals may also request spraying.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 9, Item 2.

**AUTHORIZED:** 06/03/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Department of Public Works

**SERIES:** 12156

3

**TITLE:** Works order

**DATES:** 1970-

**ARRANGEMENT:** Numerical by work order number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are authorization forms for the repair or maintenance work on department vehicles, equipment, or county owned facilities or structures.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 6, Item 12.

**AUTHORIZED:** 06/01/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public